

New Mexico Administrative Office of the Courts
INSTRUCTIONS
IDENTIFYING, SCHEDULING, AND PAYING OUT-OF-STATE INTERPRETERS
(TELEPHONIC OR IN-PERSON)

IDENTIFYING AND SCHEDULING THE INTERPRETER

1. If you need an interpreter in a language other than Spanish and there is not an interpreter listed in the Directory or the interpreter listed is not available, please contact Pam Sánchez, aocpjs@nmcourts.gov, or 505-827-4822. Please the date and type of proceeding and the case number along with the language needed.
2. You will be provided with names and contact information of certified or qualified court interpreters in other states.
3. Depending on the nature and length of the proceeding for which the interpreter is needed, you may be asked to consult with the judge regarding approval for the interpreter to appear telephonically or AOC may approve the use of Certified Languages International (CLI).
4. If none of the interpreters on the list provided by AOC is available when needed, please contact AOC again. Contact information for additional interpreters will be provided or, if none are available, it may be necessary to reschedule the proceeding in order to make arrangements with an interpreter on the original list.
5. When you have identified and scheduled the interpreter from the list provided, discuss the New Mexico interpreter fees with the interpreter. NM rates are \$30.00 per hour for travel time and \$46.00 per hour for interpreting time.
6. Often out-of-state interpreters in languages of lesser diffusion charge more than this or require half or full-day guarantees. If the interpreter requests more, let them know that you will have to secure AOC's approval. Then contact Pam Sánchez for approval. She will either approve the rate or she may call the interpreter directly to negotiate a better rate.
7. Once AOC has confirmed the fee and approved the appointment of the interpreter, you will receive a written confirmation notice, which must be placed in the case file. When you have received the confirmation notice, you can notify the interpreter and proceed.

PAYING THE INTERPRETER

1. All interpreters in-state or out-of-state should submit their bill on the Interpreter Invoice Form included in the 2011 Interpreter Payment Policies and Procedures. (Link in #4 below)
2. All interpreters must have a New Mexico Vendor ID # before their invoice for payment can be processed. Please inform the interpreter that in order to be paid they need to proceed to secure this number as soon as possible. For interpreters working with Magistrates they can secure this number by contacting Heather Nash, at aochan@nmcourts.gov. Vendor IDs for interpreters working with District and Metropolitan Courts go through the court's fiscal division.
3. It is also important to advise the interpreter that the NM Department of Taxation & Revenue requires that all individuals working in the State of NM must register their business, obtaining a CRS#, and pay Gross Receipts Taxes. AOC will reimburse the interpreter for the Gross Receipts Taxes owed and this is specifically noted on the invoice (see link below). The interpreter may visit the following link to apply for a CRS#: <http://www.tax.newmexico.gov/Businesses/Gross-Receipts/Pages/Register-Your-Business.aspx>

The current (2013) GRT rate for out-of-state businesses is .05125.

MAKING TRAVEL ARRANGEMENTS

1. If the interpreter(s) will be traveling by commercial transportation and/or staying overnight on the assignment for your court, please follow these steps. As questions come up, please feel free to contact Pam Sanchez, aocpjs@nmcourts.gov, or if she is not available, Georgia Vigil, aocgav@nmcourts.gov, with questions or concerns.
 - a. You should already have AOC's approval because you've contacted AOC regarding the need to find and schedule an interpreter from out-of-state.
 - b. Either you or the interpreter can make the necessary travel arrangements. Either way, the DFA travel requirements must be followed. Please see attached.
 - c. It is possible for the court to make the air and hotel arrangements. Just be sure to confirm that the related charges can be billed directly to the court via a Purchase Order. This means the hotel must already have a state vendor identification number. All travel expenses will be reimbursed by the Jury Witness Fund. Magistrate Courts, please get in touch with Georgia Vigil, aocgav@nmcourts.gov, regarding the purchase order request, prior to reservations being made. District Courts' Finance

staff should prepare the purchase document and then contact Lydia Romero, aoclmr@nmcourts.gov for purchase order approval.

- d. Do not make airline reservations until you have secured a purchase order from Georgia Vigil, aocgav@nmcourts.gov (Magistrate Courts) or secured P.O. approval from Lydia Romero, aoclmr@nmcourts.gov (District Courts). Airline tickets should be refundable in case the proceeding is canceled or continued. If the court is making the airline reservations, please use Aquila Travel (505-828-9113/800 595-6257).
- e. The court can usually best determine the most convenient hotel. Just make sure when making the reservation that the hotel will take a PO and also be sure to note the cancellation deadline so that, should the proceeding not be held as scheduled, the hotel can be canceled without charge. Again, contact Georgia Vigil, aocgav@nmcourts.gov to secure a purchase order prior to making hotel reservations.

2. The following are links to the itemized expense worksheet, instructions for submitting requests for travel expense reimbursement, and the interpreter invoice.

Invoice: <http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/NMAOC%20Interpreter%20Invoice%20May%202012.xlsx?uid=05.17.2013>

Travel Reimbursement Instructions: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/overnight_expense_reimbursement_request.pdf

Travel Worksheet: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/travel_expense_worksheet.pdf

INSTRUCTIONS FOR OUT-OF-STATE INTERPRETERS

It is recommended that in addition to reviewing the pertinent information above you complete and forward the attached Instructions for Out-of-State Interpreters to the interpreter in advance of the assignment.